



## **SPECIAL MEETING**

### **TOWN OF LOS GATOS TOWN COUNCIL POLICY COMMITTEE**

**Council Policy Committee – (2016)**

*Marico Sayoc, Vice Mayor  
Marcia Jensen, Council Member*

**AGENDA  
TOWN COUNCIL CHAMBERS  
110 EAST MAIN STREET  
June 23, 2016 – 10:00 A.M.**

## **MEETING CALLED TO ORDER**

## **ROLL CALL**

## **VERBAL COMMUNICATIONS** *(Three minute time limit)*

1. Approval of the June 6, 2016 Council Policy Committee Draft Minutes
2. Review and discuss revised Commission Appointment Policy and Residency Requirements Resolution

## **ADJOURNMENT**

### **Enclosures:**

1. June 6, 2016 Policy Committee Draft Minutes (Item 1)
2. Review and discuss revised Commission Appointment Policy and Residency Requirements Resolution (Item 2)

cc: Post *(also posted on Town Web)*  
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6834. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE  
June 6, 2016 1:00 p.m.

110 E. Main Street  
Town Council Chambers  
Los Gatos, California

**MINUTES**

**Call to Order**

The Council Policy Committee meeting was called to order at 1:00 p.m.

**Members and Staff present:**

Vice Mayor Marico Sayoc  
Councilmember Marcia Jensen  
Laurel Prevetti, Town Manager  
Robert Schultz, Town Attorney  
Joel Paulson, Community Development Director  
Christina Gilmore, Assistant to the Town Manager

**Verbal Communications**

None

**Agenda Items**

**1. Approval of May 12, 2016 Council Policy Committee Meeting Minutes  
Committee Action:**

The Committee unanimously approved the draft minutes with no changes.

**2. Review and discuss revised draft Civic Center Facilities Use Policy**

The Committee reviewed and provided comment on the revised draft Civic Facilities policy, and directed staff to make edits that incorporate the Committee's comments and provide a final draft policy by email for Committee review and approval.

**3. Review proposed revised Language Addressing Telephonic Attendance at Council, Board, Commission, and Committee meetings**

The Committee reviewed and provided comment on the revised language for the Telephonic Attendance policy, and directed staff to make edits that incorporate the

Committee's comments and provide a final draft policy by email for Committee review and approval.

**4. Future Policy Committee Items**

- **Revision to Student Commissioner Residency and School Attendance Requirements**
- **Legislative Policy**

The Committee directed staff to return at the next meeting with recommendations for a revised policy that addresses Student Commissioner residency and school attendance requirements, in addition to other proposed process changes for Committee review and consideration.

The Committee directed staff to return at the next meeting with recommendations for a draft Legislative Policy for Committee review and consideration.

The meeting was adjourned at 1:31 p.m.





MEETING DATE: 06/23/16  
ITEM NO: 2

## POLICY COMMITTEE REPORT

DATE: JUNE 17, 2016

TO: POLICY COMMITTEE

FROM: LAUREL PREVETTI, TOWN MANAGER

SUBJECT: REVIEW AND DISCUSS STAFF RECOMMENDATIONS TO AMEND COUNCIL  
POLICY 2-11 ENTITLED COMMISSION APPOINTMENTS

### RECOMMENDATION:

Review and discuss staff recommendations to amend Council Policy 2-11 entitled Commission Appointments.

### BACKGROUND:

At its March 24, 2016 Policy Committee meeting, the Committee discussed and considered staff recommendations to amend Council Policy 2-11 entitled Commission Appointments. The Committee's suggestions of a written ballot and to eliminate (d.) on page two of the current policy are incorporated in the draft resolution attached (Attachment 1).

Staff has also included recommendations to incorporate the residency requirements into the Commission Appointment Policy and to rescind the current residency requirements as adopted in Resolution 2004-002 (Attachment 3). Staff is recommending that residency requirements for Adult and Student Commissioners are aligned so interested residents who live within incorporated municipal limits of the Town can apply for any Board, Commission, or Committee. Students who live in the unincorporated areas of the Town would no longer be eligible for appointment.

Additional recommended changes are as follows:

- Clarification of term limits;
- Identification of a specific day of the month for Student Commissioner interviews
- Miscellaneous edits for clarification

PREPARED BY: SHELLEY NEIS  
Clerk Administrator

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Reviewed by: \_\_\_\_\_ Assistant Town Manager \_\_\_\_\_ Town Attorney NA Finance



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POLICY COMMITTEE

SUBJECT: REVIEW AND DISCUSS STAFF RECOMMENDATIONS TO AMEND COUNCIL  
POLICY MANUAL 2-11 ENTITLED COMMISSION APPOINTMENTS

JUNE 17, 2016

DISCUSSION:

Attachment 1 to this report includes the redline changes to Policy 2-11 and Attachment 2 includes a clean version of the proposed Policy 2-11. Attachment 3 is Resolution 2004-002 Establishing Residency Requirements for Specified Boards and Commissions, and Attachment 4 are the enabling Resolutions for each Board, Commission, and Committee.

CONCLUSION AND NEXT STEPS:

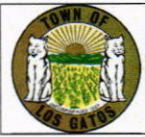
Review and discuss staff recommendations to amend Council Policy 2-11 entitled Commission Appointments. The Committee's recommendations to amend this Policy will be forwarded to the Town Council for its review and consideration.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

Attachments:

1. Redline changes to Policy 2-11
2. Revised Policy 2-11
3. Resolution 2004-002
4. Enabling Resolutions



TOWN OF  
**LOS GATOS**  
CALIFORNIA

## COUNCIL POLICY MANUAL

Small Town Service    Community Stewardship    Future Focus

**Title:** Commission Appointments and Residency Requirements

**Policy Number:** 2-11

**Effective Date:** 2/28/90

**Pages:** 4

**Enabling Actions:**

**Revised Date:** 6/13/94; 6/16/14; 4/7/15

**Approved:**

### PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Commission and Commissioners/Committee and Board Members (Commission members), and conducting public interviews of all Commission applicants, except as provided for in this Policy.

### SCOPE

This Policy applies to all applicants to Town Boards, Commissions and Committees.

### POLICY

The Town Council encourages public participation in all decision making. To be successful in achieving public participation, residents must be assured that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Public interviewing of the applicants by the Town Council demonstrates that the Council values these appointments and that everyone has an equal opportunity to be appointed.

To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council. (Revised on 4/07/15)

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### RESIDENCY REQUIREMENTS

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards and Commissions.

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### PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk Administrator and the Town Council for the appointment of applicants to Town Commissions:

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#### **Responsibility and Actions: Town Clerk Administrator**

##### **A. Annual Recruitments**

Adult Commission members' terms begin on January 1 and end December 31, with the exception of the Student Commissioners, whose terms follow the academic year and begin on September August 1 and end on June 30. The Town Clerk Administrator shall perform the following duties in conducting an annual recruitment for Commission members:

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1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the recommended date of interview.

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2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.

3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:

- a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.
- b. If an incumbent is requesting reappointment to a the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.

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- c. Submissions deadlines are mandatory; no exceptions are permitted.



- d. ~~Applicants may apply to multiple Commissions, and will only be considered for those Commissions to which they apply. Applicants applying for more than one Commission will only be interviewed once.~~

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4. Applicants

- a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
- b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

7. Applicants

- a. *For adult applicants* — After the interviews and Council vote are completed, notify all applicants of the Council's action, and explain Town policy of keeping application active for one year with notification of subsequent openings on that Commission to the interested applicants.

- b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at ~~an official~~ the first Town Council meeting in June.

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**Balloting Process**

Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

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Moved (insertion) [1]

1. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;



2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).
3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s).
5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

#### B. Mid-Term Recruitments

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

#### Responsibility and Action: Applicant

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, Complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment  
*For student applicants:* Attend the Council Selection Committee interview session.
3. If a Commission member is requesting reappointment to a the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator

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by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.

4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.
5. Attend Commission meetings once term begins.
6. Read the Commissioner Handbook.

#### Responsibility and Action: Town Council

1. Review applications.
2. *For adult applicants* – Interview applicants at a public meeting.  
*For student applicants* – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

Robert Schultz, Town Attorney.

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#### Moved up [1]: Balloting Process

¶ Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:¶

¶ <#>The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot.¶

¶ <#>Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).¶

¶ <#>The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.¶

¶ <#>Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s).¶

¶ <#>If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.¶

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**Title:** Commission Appointments and Residency Requirements

**Policy Number:** 2-11

**Effective Date:** 2/28/90

**Pages:** 4

**Enabling Actions:**

**Revised Date:** 6/13/94; 6/16/14; 4/7/15

**Approved:**

## **PURPOSE**

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## **SCOPE**

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## **POLICY**

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**RESIDENCY REQUIREMENTS**

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**PROCEDURES**

The following procedures will be followed by the applicant, the Town Clerk Administrator and the Town Council for the appointment of applicants to Town Commissions:

**Responsibility and Actions: Town Clerk Administrator****A. Annual Recruitments**

Adult Commission members' terms begin on January 1 and end December 31. Student Commissioners' terms follow the academic year and begin on August 1 and end on June 30. The Town Clerk Administrator shall perform the following duties in conducting an annual recruitment for Commission members:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date, which shall be set for the second Town Council meeting in December for Adult Commissioners, and the fourth Wednesday in May, no earlier than 4:00 p.m., for Student Commissioners.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
  - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council. The applications of those not appearing will be held for the next recruitment.
  - b. If an incumbent is requesting reappointment to a the same Town Commission, the incumbent will be re-interviewed, or must submit a letter for distribution to the Council prior to the interviews, describing the reason why the applicant cannot be present for an interview and why the applicant should be reappointed to the Commission. Incumbent interviews by telephone may be considered under extraordinary circumstances.
  - c. Submissions deadlines are mandatory; no exceptions are permitted.

<b>Title:</b> Commission Appointments and Residency Requirements	<b>Page:</b> 3 of 5	<b>Policy Number:</b> 2-11
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#### 4. Applicants

- a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
- b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee prior to the interviews for appointment.

#### 5. Notify the applicant by letter or email as to the date and time of the interview.

6. Facilitate the Council voting process set forth below by informing Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This process does not apply to student applicants.

#### 7. Applicants

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- b. *For student applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at ~~an official~~ the first Town Council meeting in June.

### Balloting Process

Unless determined otherwise, the Town Council shall conduct a ballot vote for the appointment of individuals to fill the vacancy(ies) on Town Commissions. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk Administrator shall provide a ballot to each Town Council member listing the names of all applicants for a respective Commission. Prior to the vote, the Town Clerk Administrator shall publicly announce the position vacancy and all applicant names that are listed on the ballot;
2. Each Town Council member may vote for the same number of applicants as there are current vacancies on the respective Town Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting -- e.g. where there are three vacancies, a Town Council member may not give all three votes to the same candidate).



<b>Title:</b> Commission Appointments and Residency Requirements	<b>Page:</b> 4 of 5	<b>Policy Number:</b> 2-11
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3. The Town Clerk Administrator shall collect all ballots and shall publicly announce the name of each Town Council member and how that Town Council member cast their respective vote.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off ballot shall be conducted of only the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the City Council may determine an alternative method for selecting the appointee(s).
5. If the number of applicants seeking appointment to a specific board, commission and/or Committee is equal to the number of available seats on said boards, commissions and committee, the City Council may dispense with the formal balloting procedure to appoint representatives to fill expiring vacancies.

#### **B. Mid-Term Recruitments**

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Town to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk Administrator will consolidate mid-term recruitments to minimize the number of recruitments occurring though the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for student commissioners. The Town Clerk Administrator shall advertise mid-term vacancies on Commissions for at least 15 days.

#### **Responsibility and Action: Applicant**

1. Read the Commission Appointment and Residency Requirements Policy, Attendance Resolution, complete and submit to the Town Clerk Administrator the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for Commission appointment.  
*For student applicants:* Attend the Council Selection Committee interview session.
3. If a Commission member is requesting reappointment to a the same Town Commission and cannot be present for the interview, submit a letter to the Town Clerk Administrator by Friday prior to the interview, describing why applicant cannot be present for the interview and why the applicant should be reappointed to the Commission.
4. If appointed, prior to starting the Commission term, see Town Clerk Administrator to take "Oath of Office" and file any documents required by the Fair Political Practices Commission.

<b>Title:</b> Commission Appointments and Residency Requirements	<b>Page:</b> 5 of 5	<b>Policy Number:</b> 2-11
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5. Attend Commission meetings once term begins.
6. Read the Commissioner Handbook.

**Responsibility and Action: Town Council**

1. Review applications.
2. *For adult applicants* – Interview applicants at a public meeting.  
*For student applicants* – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Town Commission, the Mayor, on behalf of the Council, may request that the Town Clerk Administrator re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

APPROVED AS TO FORM:

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Robert Schultz, Town Attorney



**RESOLUTION 2004 - 2**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
RESCINDING RESOLUTION 2002-134,  
AND ESTABLISHING RESIDENCY REQUIREMENTS  
FOR SPECIFIED BOARDS AND COMMISSIONS**

**WHEREAS**, Section 2.40.015 of the Town Code allows the Town Council to establish residency requirements for Town Boards and Commissions; and

**WHEREAS**, membership on certain Boards and Commissions should require residency, while others involving business and property ownership need not require legal residency, and others benefit from the input from residents of adjacent municipalities; and

**WHEREAS**, the enabling resolutions of several Boards and Commissions establish the residency requirements for their respective bodies; and

**WHEREAS**, Resolution 2002-134 established residency requirements for specified boards and commissions; and

**WHEREAS**, the Town Council now desires to rescind Resolution 2002-134, and establish new residency requirements for specified Town Boards and Commissions, for which the enabling resolutions do not establish such requirements.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
DOES HEREBY RESOLVE:**

1. Resolution 2002-134 is hereby rescinded.
2. Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on the following Boards and Commissions: Arts Commission, Community Services Commission, Library Board,



Sister City Committee, Planning Commission.

3. Residency requirements for the appointment and continued membership of Student Commissioners are as follows:
- a. Residency within the incorporated municipal limits of the Town of Los Gatos, California and enrollment in any accredited high school; or
  - b. Residency in the unincorporated areas of the County of Santa Clara, California, which have a Los Gatos mailing address; and enrollment in a school located within the Town of Los Gatos.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5<sup>th</sup> day of January, 2004 by the following vote:

**COUNCIL MEMBERS**

AYES: Sandy Decker, Diane McNutt Joe Pirzynski, Mike Wasserman,  
Mayor Steve Glickman.

NAYS: None

ABSTAIN: None

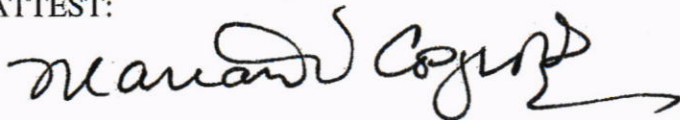
ABSENT: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

# ARTS AND CULTURE COMMISSION

## RESOLUTION 2009-100

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 1996-37

**RESOLVED** by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Commission shall consist of nine (9) voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.

The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Commission shall annually designate a Chairperson and Vice-Chairperson.

- b. Five (5) members of the Commission shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- c. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- f. Residency and meeting attendance requirements will conform with current Town Resolutions.



2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
  1. Matters affecting the artistic and/or cultural life of the community; and
  2. Local visual and performing arts efforts; and
  3. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
- c. The Commission shall perform other duties as assigned by the Town Council.

**BE IT FURTHER RESOLVED** that Resolution 1996-37 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

**COUNCIL MEMBERS:**

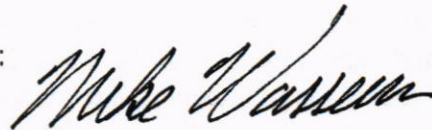
AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

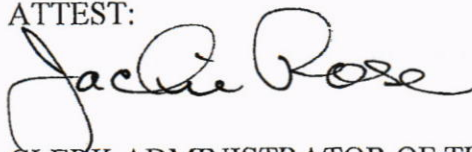
ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## **RESOLUTION 2015-011**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION AND DISSOLVING THE BICYCLE ADVISORY COMMITTEE BY RESCINDING RESOLUTION 2005-39**

**WHEREAS**, the Town of Los Gatos has a Bicycle Advisory Committee consisting of three (3) members, one (1) each from the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission;

**WHEREAS**, the Committee meets at least once each year and as required to advise staff on matters relating to grant applications for proposed bikeway projects;

**WHEREAS**, the Town Council now desires to rescind Resolution 2005-39 and wishes to establish a Bicycle and Pedestrian Advisory Commission to provide an expanded role in a subject area significant both locally and regionally.

**WHEREAS**, there is a need for a Bicycle and Pedestrian Advisory Commission to function in the Town of Los Gatos to review and recommend actions related to bikeways, pedestrian paths and walkways, and related issues.

#### **NOW THEREFORE, BE IT RESOLVED:**

1. There is hereby created a Bicycle and Pedestrian Advisory Commission for the Town.
  - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/Organization
  - a. The Bicycle and Pedestrian Advisory Commission shall consist of seven (7) members. Membership composition shall be one (1) each appointed from and by the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission, three (3) members appointed by the Town Council, and one (1) member appointed from and by the membership of the Los Gatos Safe Routes to School Committee.
  - b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, or when appointed by Transportation and Parking Commission, Parks Commission, Youth Commission, or Safe Routes to School Committee, residency shall comply with the requirements of that Commission or Committee.



- c. The term of office shall be for one (1) year for appointments by the Transportation and Parking, Parks, and Youth commissions with no limitations on reappointments, one (1) year for appointments by the Los Gatos Safe Routes to School Committee, and three (3) years for appointments by the Town Council. Terms shall begin January 1 and end December 31. Initial Town Council appointments shall be one (1) commissioner for a three year term, one commissioner for a two (2) year term, and one commissioners for a one (1) year term, so as to avoid terms expiring concurrently
  - d. Commission members shall serve without compensation.
  - e. The Commission shall hold regular meetings at least bi-monthly, with adjustments to the frequency as required to meet the necessary obligations of the Town and the Commission.
  - f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
  - g. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
  - h. Meeting attendance requirements will conform with current Town Resolution 2011-012: Amending Attendance Requirements for Members of All Town Commissions, Committees, and Boards, and Rescinding Resolution 2003-136 and Resolution 2003-137.
  - i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
3. Powers and Duties.

The duties of the Bicycle and Pedestrian Advisory Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing multi-modal travel; integration of Town trails and bike and pedestrian paths with neighboring jurisdictions; reviewing relevant grant applications; focusing on transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating the Town's Bicycle and Pedestrian Master Plan as needed; and related topics as directed by the Town Council or requested by Town staff.

- b. Review policies and procedures on streets and trails.
  - c. Review periodic inventories of bikeways and walkways that exist or may be needed, and interpret the needs of the public within these areas to staff.
  - d. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
    - i. Appointments shall be for a term of one year.
    - ii. Should the Bicycle Advisory Commission fail to appoint a member of the Commission, the Town Bicycle and Pedestrian Advisory Commission will consider members of other standing Commissions.
    - iii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
4. Not to affect powers of Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Bicycle and Pedestrian Advisory Commission of any of the authority or discretionary powers vested and imposed by law in such Council. The Town Council declares that the public interest, convenience, welfare and necessity require the appointment of a Bicycle and Pedestrian Advisory Commission to act in a purely advisory capacity to such Council for the purposes enumerated in this resolution.
5. Resolution 2005-39 is rescinded effective upon the date of the first meeting of the Bicycle and Pedestrian Advisory Commission.



**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3<sup>rd</sup> of March 2015 by the following vote:

COUNCIL MEMBERS:

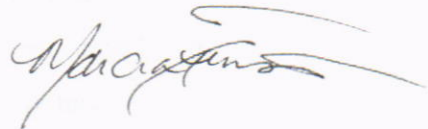
AYES: Steve Leonardis, Rob Rennie, Marico Sayoc, Barbara Spector, Mayor Marcia Jensen

NAYS:

ABSENT:

ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

**RESOLUTION NO. 2002 - 104**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
RESCINDING RESOLUTION 1991-279 AND RESOLUTION 1996-31,  
AND AMENDING RESOLUTION 1995-44,  
PERTAINING TO THE BUILDING BOARD OF APPEALS**

**WHEREAS**, the Town Council, in adopting Resolution 1991-279, which was later amended by Resolution 1996-31, established the terms and conditions for appointment to and conduct of the Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules, and in Resolution 1995-44 established a residency requirement for appointment and continuing membership on the Board of Appeals.

**WHEREAS**, the Town Council has found it difficult to find a sufficient number of applicants willing and qualified to serve on the Board of Appeals due to the required number of members and residency requirement.

**WHEREAS**, the Town Council now desires to rescind Resolutions 1991-279 and 1996-31, and to amend Resolution 1995-44, in order to reduce the membership of the Board of Appeals from five (5) to three (3) members, and to allow non-resident business or property owners to become and remain members of the Board of Appeals, all in order to assist in maintaining full membership on the Board of Appeals in the event of an appeal.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE:** that the terms and conditions for appointment to and conduct of a Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the technical rules, are hereby established as follows:

1. **Membership - Organization:**

- a. The Board of Appeals shall consist of three (3) members who are qualified by experience and training to pass upon matters pertaining to building construction and building service equipment and who are not employees of the Town of Los Gatos. The Building Official shall be an ex officio member and shall act as secretary to said board but shall have no vote upon any matter before the board.



The Fire Marshall shall act as an ex officio, non voting member for issues related to the fire code. The Board of Appeals shall be appointed by the Town Council. The term of appointment shall be four (4) years and until their successors are qualified and appointed.

- b. Two (2) of the members shall reside in the Town and one (1) member may conduct business or own property in the Town.
- c. The Board shall establish rules and procedures relative to the conduct of business before the Board, and the election and term of officers. The Board shall elect a chair and a vice-chair, both of whom shall serve at the pleasure of the Board.
- d. The Board of Appeals shall hold meetings annually and as necessary. Meetings shall occur the second Tuesday of February at 5:30 p.m. in the Town Council Chambers. The Board shall call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following). A majority of the Board shall constitute a quorum for the purpose of transacting the business of the Board.
- e. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- f. Meeting attendance requirements will conform with current Town resolution.
- g. Board members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.

2. Powers and Duties:

The duties of the Board of Appeals shall be to hear and decide appeals or orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Uniform Building Codes or the technical codes nor shall the Board be empowered to waive code requirements.

**BE IT FURTHER RESOLVED** that section 1. of Resolution 1995-44 is hereby amended to read as follows:

- 1. Residency in Town is required for appointment and continued membership

on the following boards and commissions:

Arts Commission  
Conceptual Development Advisory Committee  
Historic Preservation Committee  
Planning Commission

Community Services Commission  
General Plan Committee  
Library Board  
Sister City Committee

and that section 4. of Resolution 1995-44 is hereby amended to read as follows:

4. Residency in Town is not required for the following boards and commissions:

Business Improvement District Board  
Development Review Committee  
Parking Commission

Board of Appeals  
Newsrack Committee

**BE IT FURTHER RESOLVED** that Resolution 1991-279 and 1996-31 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 1st day of July, 2002 by the following vote:

**COUNCIL MEMBERS**


AYES: Steven Blanton, Sandy Decker, Steve Glickman, Joe Pirzynski,  
Mayor Randy Attaway.

NAYS: None

ABSTAIN: None

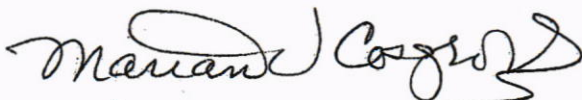
ABSENT: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA



# COMMUNITY SERVICES COMMISSION

## RESOLUTION 2009-101

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Community Services Commission consists of nine (9) voting members. Seven (7) are members over eighteen (18) years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth (9<sup>th</sup>) grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. Their terms of office are one (1) year and until their successors are appointed.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- b. Five (5) voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).

- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- f. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
  - 1. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
  - 2. The coordination of community services programs between the Town and other agencies, both public and private; and
  - 3. Emerging community needs, including demographic and economic trends.
- b. The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- c. In developing recommendations to the Town Council, the Commission should:
  - 1. Elicit the interest and support of various relevant community individuals and groups.
  - 2. Study and examine sources of public and private funding to meet housing and community service needs.
  - 3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
  - 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- d. The Commission may send representatives, when appropriate, to other bodies or commissions.
- e. The Commission shall perform other duties as assigned by the Town Council.

**BE IT FURTHER RESOLVED** that Resolutions 2004-60, 1996-36, 1993-99, and 1988-215 are hereby rescinded.



**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21<sup>st</sup> day of September, 2009, by the following vote:

**COUNCIL MEMBERS:**

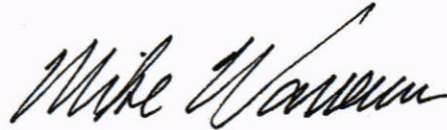
AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

A handwritten signature in black ink, appearing to read "Mike Wasserman". The signature is fluid and cursive, with a long horizontal stroke at the end.

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

A handwritten signature in black ink, appearing to read "Jackie Rose". The signature is cursive and somewhat stylized, with a large initial "J".

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## RESOLUTION 1992-147

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO ESTABLISH THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE AS AN ADVISORY BODY TO THE PLANNING COMMISSION

**RESOLVED**, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the Conceptual Development Advisory Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Preservation Committee shall consist of five (5) members. Three (3) members shall be members of the Planning Commission and the two (2) members shall be members of the Town Council.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members and the Chair of the Planning Commission for Planning Commission members.

2. Meetings; quorums; officers.

The Conceptual Development Advisory Committee shall hold regular meetings at least once a month if any applications are received. A majority of the Conceptual Development Advisory Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on October 1 and continue through September 30 of the following year.

3. Powers and duties.

The duties of the Conceptual Development Advisory Committee shall be to advise a prospective applicant of whether his project is consistent with Town policy prior to initiating an expensive and time consuming development review process; and to identify and



list problems with the proposal that need to be addressed in the review process. The Committee shall not review projects for which any permit application has been submitted to the Planning or Building Department.

4. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Conceptual Development Advisory Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of July 1992, by the following vote:

COUNCIL MEMBERS:

AYES: Randy Attaway, Joanne Benjamin, Steven Blanton, Eric D. Carlson, and Brent N. Ventura

NAYS: None

ABSENT: None


ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ADMINISTRATIVE POLICY FOR PROCESSING  
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL  
DEVELOPMENT ADVISORY COMMITTEE

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members).
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. A prospective developer shall submit at his/her option, a "Request For Review" which shall include:
  - a. A signed application form available from the Planning Department.
  - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
  - c. A preliminary site plan. Schematic elevations may be submitted, but are not required. Detailed plans will not be accepted.
  - d. A \$245 review and processing fee.
4. The prospective developer has 10 minutes to make a presentation and the Committee has 20 minutes to respond.
5. The Committee may only review a project once.
6. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.
7. A Committee agenda will be mailed and posted 72 hours before the meeting. No other public notice will occur.
8. There will be no minutes or tapes of the Committee meetings.
9. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
10. The Committee review is based on policy issues only. There is no technical or ordinance compliance review by either the Committee or staff.

**EXHIBIT A**



# DEVELOPMENT REVIEW COMMITTEE

## LOS GATOS TOWN CODE

### CHAPTER 29, ARTICLE II, DIVISION 5

#### **Sec. 29.20.455. Development Review Committee.**

A Development Review Committee is established for the Town. The members of the Development Review Committee who attend all of the Committee meetings are the Planning Director, the Town Engineer, the Building Official and the Director of Parks, Forestry and Maintenance Services. The Fire Chief, Chief of Police, Town Attorney and Health Officer are also members of the Development Review Committee, but each of them only attends meetings when it is determined that the matters under consideration require attendance or when the Planning Director requests attendance.

#### **Sec. 29.20.460. Chair.**

The Planning Director shall be the Chair of the Development Review Committee and shall determine whether an item before the Development Review Committee will be placed on the Planning Commission's consent calendar, placed as a regular Planning Commission agenda item or continued to a subsequent Development Review Committee meeting. When the Development Review Committee does not reach a consensus on a matter, a dissenting report is required.

#### **Sec. 29.20.465. Representative members.**

Any member of the Development Review Committee may designate a person to act in the member's place at committee meetings, subject to approval of the Town Manager. One (1) member may not be the designee of another, nor may any one (1) designee represent more than one (1) member.

#### **Sec. 29.20.470. Meeting; schedule and notices.**

- (a) A reasonable period of time before each meeting the Chair shall notify the members of the Development Review Committee of the time and place of the meeting. The notification shall state what matters will be considered at the meeting.
- (b) The meetings shall be held on a regular schedule during business hours, but may extend or be continued to other times.

#### **Sec. 29.20.475. Applicant attendance.**

The applicant or the applicant's representative is required to attend the Development Review Committee meeting.

## RESOLUTION 1994-15

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE OF THE GENERAL PLAN COMMITTEE AS AN ADVISORY BODY TO THE PLANNING COMMISSION

**RESOLVED**, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the General Plan Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The General Plan Committee shall consist of seven (7) members. Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, one (1) member shall be a member of the Community Services Commission and one (1) member shall be a resident of the Town.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members, the Chair of the Planning Commission for Planning Commission members and the Chair of the Community Services Commission for the Community Services Commission member. The public member shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of Public members; absence of members.

The removal of the public member and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The General Plan Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the General Plan Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the General Plan Committee shall be to report to, consult with, and provide assistance to the Planning Commission and Town Council on all matters relating



to the General Plan or any specific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan Amendment.

5. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the General Plan Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

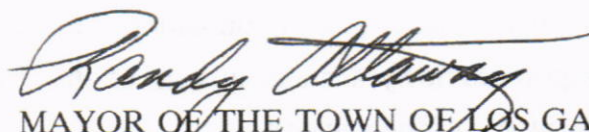
**FURTHER RESOLVED** that this Resolution rescinds Resolution 1991-220.

**PASSED AND ADOPTED** at a regular meeting of the Town Council held on February 7, 1994, by the following vote:


**COUNCIL MEMBERS:**

AYES:	Joanne Benjamin, Steven Blanton, Linda Lubeck, Patrick O'Laughlin, Mayor Randy Attaway
NAYS:	None
ABSENT:	None
ABSTAIN:	None

SIGNED:

  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

  
CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## **RESOLUTION 2004 - 109**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE AND DUTIES OF THE HISTORIC PRESERVATION COMMITTEE AND RESCINDING RESOLUTION 1994-16**

**RESOLVED** by the Town Council of the Town of Los Gatos, that the Town Council hereby amend the terms of office and duties of the Historic Preservation Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council. The Town Council and the Planning Commission chair shall appoint professional and lay members with demonstrated interest, competence, or knowledge in historic preservation. The Town Council and Planning Commission chair shall seek professional committee members from among the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community. Except as necessary to appoint qualified historic preservation professionals in the community, the Committee members should be residents of the Town, and at least one member should be a resident of a designated historic district.

The terms of office of the three (3) public members of the Committee shall be four (4) years and until their successors are appointed and qualify.

2. Removal of Public members; absence of members.

The removal of public members and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The Historic Preservation Committee shall hold regular meetings at least once a month, and such other meetings as it deems necessary or expedient. Special meetings shall be held by the Committee to avoid any delay of an application being considered by the Planning Commission. A majority of the Historic Preservation Committee shall constitute a quorum.



for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the Historic Preservation Committee shall be to report to, consult with, and provide assistance to the Planning Commission as provided in Chapter 29, Article VIII, Division 3 of the Town Code. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a historic structure which requires Planning Commission approval, or a proposal to designate a landmark or a historic district.

5. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Preservation Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

**FURTHER RESOLVED**, that this Resolution rescinds Resolution 1994-16.

**PASSED AND ADOPTED** at a regular meeting of the Town Council held on the 16<sup>th</sup> day of August, 2004, by the following vote:

COUNCIL MEMBERS:

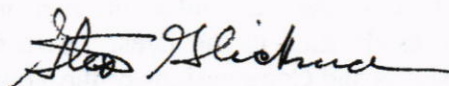
AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,  
Mayor Steve Glickman.

NAYS: None

ABSENT: None

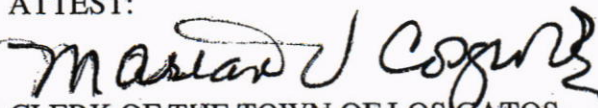
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## **RESOLUTION 2014-025**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD**

**WHEREAS**, On April 15, 2014, the Library Board approved through unanimous vote, a resolution establishing the terms and conditions for the appointment to and conduct of the Library Board.

**NOW, THEREFORE, BE IT RESOLVED THAT**, (a) The Library Board shall consist of seven (7) members - five (5) adult members and two (2) youth members. Adult members terms of office shall be three (3) years and until their successors are appointed by the Town Council. Youth members terms shall be one (1) year and until their successors are appointed by Town Council.

Two (2) members of the Board shall, at the time of his/her appointment, have completed the ninth (9<sup>th</sup>) grade, reside in the Town of Los Gatos, and attend any accredited high school; or have completed ninth (9<sup>th</sup>) grade, have a Los Gatos mailing address, and attend an accredited high school in the Town of Los Gatos. The student member's term of office is one (1) year and until his/her successor is appointed.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

The adult members of the Library Board shall be residents of the incorporated area of the Town of Los Gatos. Meeting attendance requirements for all Board members will conform with current Town Resolutions.

(b) Four members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

(c) The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

(d) The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.



(e) Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

**BE IT FURTHER RESOLVED THAT,** (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California on the 21<sup>st</sup> day of April, 2014 by the following vote:

**COUNCIL MEMBERS:**

AYES: Marcia Jensen, Diane McNutt, Joe Pirzynski, Barbara Spector, Mayor Steven Leonardis

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

*Shelley Reis*

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

# **PARKS COMMISSION**

## **RESOLUTION 2009-102**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE PARKS COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2004-3**

**RESOLVED** by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Parks Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization.

- a. The Parks Commission shall consist of nine (9) members: seven (7) adults, two (2) students. All commissioners shall be appointed by the Town Council.
- b. Six (6) adult members of Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California; one (1) adult member may reside within the incorporated municipal limits of the Town of Los Gatos or of the City of Monte Sereno, California. Both of the two (2) youth members shall reside within the incorporated municipal limits of the Town of Los Gatos, California and attend any accredited school; or reside in the unincorporated areas of the County of Santa Clara, California, which have a Los Gatos mailing address, and attend a school located within the Town of Los Gatos.
- c. Both of the two (2) youth members of the Commission shall, at the time of their appointment, have completed the ninth grade, and shall be no more than eighteen (18) years old.
- d. The terms of office of the student members shall be one (1) year, commencing October first and ending September thirtieth.
- e. The terms of office of all other members of the Commission shall be three (3) years and until their successors are appointed and qualify. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).



- h. Five (5) members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in March and end the following March.
  - i. Staff services as required shall be provided to the Parks Commission by the Town Manager, or his/her designee.
  - j. Meeting attendance requirements will conform with current Town Resolution.
  - k. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
2. Powers and Duties.
- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, and street trees. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
    - 1. Policies and procedures on park, trail, open space, and street tree programs.
    - 2. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
    - 3. Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

**BE IT FURTHER RESOLVED** that Resolution 2004-3 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

**COUNCIL MEMBERS:**

AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA



# **TRANSPORTATION AND PARKING COMMISSION**

## **RESOLUTION 2009-104**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DETERMINING THE NEED FOR A PARKING AUTHORITY, DECLARING THE TOWN COUNCIL TO BE THE PARKING AUTHORITY, ESTABLISHING THE TRANSPORTATION AND PARKING COMMISSION, AND RESCINDING RESOLUTION 2004-110**

**WHEREAS**, transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

**WHEREAS**, traffic congestion and speeding, particularly in the residential neighborhoods, is also an ongoing problem within the Town of Los Gatos; and,

**WHEREAS**, pursuant to Section 3650 of the Streets and Highways Code of the State of California there has been created and now exists a public body corporate and politic known as the Parking Authority of the Town of Los Gatos in accordance with the provisions of the Parking Law of 1949; and,

**WHEREAS**, the Parking Law of 1949 provides that the Parking Authority shall not transact any business or exercise any powers unless and until the Council by resolution declares that there is need for the Authority to function in the Town of Los Gatos.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Los Gatos:

1. There is a need for a Parking Authority to function in the Town of Los Gatos and this Council hereby so declares and determines.
  - a. The Council hereby declares itself to be the Parking Authority, and all of the rights, powers, duties, privileges, and immunities vested by the Parking Law of 1949 in the members of the Parking Authority shall be vested in the Council of the Town of Los Gatos as the Parking Authority of the Town of Los Gatos.
  - b. The purpose of the Parking Authority is to establish and manage parking improvements in the Central Business District.
  - c. The Mayor of the Town of Los Gatos shall act as the chairperson and presiding officer of the Parking Authority of the Town of Los Gatos.
2. There is a need for a Transportation and Parking Commission to function in the Town of Los Gatos to review and recommend actions relating to traffic calming, bikeways, parking, and related local traffic issues.

- a. There is hereby established a Transportation and Parking Commission which shall generally be responsible for advising the Town Council regarding local transportation and parking strategies and for advising the Parking Authority on matters pertaining to parking in the Central Business District.
- b. Membership/Organization
  1. The Transportation and Parking Commission shall consist of seven (7) members. Residency in Town is required for appointment and continued membership on the Transportation and Parking Commission, for all members.
  2. Members shall serve a term of three (3) years and until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period.
  3. The Commission shall appoint and prescribe the terms of office for its Chair and Vice-Chair.
  4. Four (4) voting members of the Commission shall constitute a quorum for the purpose of transacting business.
  5. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
  6. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
  7. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
  8. Meeting attendance requirements will conform with current Town Resolution.
- c. The function of the Commission shall be to serve in an advisory capacity to the Town Council and Parking Authority regarding Town and Parking Authority policies within its scope of expertise; specifically, on matters related to transportation and parking. With the prior approval of, and/or at the direction of, the Town Council, the Parking Authority, or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
  1. The construction, operation, and maintenance of publicly owned off-street parking lots and structures and on-street parking spaces within the Central Business District.



2. Parking meter policy, directional sign placement, and parking lot traffic patterns.
3. Fees and assessments for the parking improvement program.
4. The allocation of funds derived from revenues collected on behalf of the Parking Authority. Any recommendations shall be based on allowed uses of such proceeds consistent with state and local law.
5. Traffic calming measures in accordance with the approved Traffic Calming Policy. Such proposals, if implemented, would be temporary. Permanent installations of traffic calming measures would be made with a consensus of the affected neighborhood and the approval of the Town Council.
6. Local transportation issues.
7. Bikeways and bicycle system planning.

2. This Resolution shall take effect immediately upon its adoption.

**BE IT FURTHER RESOLVED** that Resolution 2004-110 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 21st day of September, 2009, by the following vote:

**COUNCIL MEMBERS:**

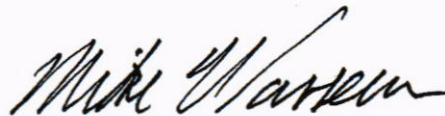
AYES: Diane McNutt, Joe Pirzynski, Steve Rice, Barbara Spector, Mayor Mike Wasserman

NAYS:

ABSENT:

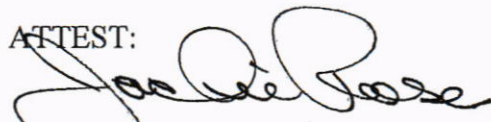
ABSTAIN:

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

**RESOLUTION 2005 - 52**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
RESCINDING RESOLUTION 2004 - 67 AND  
ESTABLISHING RULES FOR THE YOUTH COMMISSION**

**WHEREAS**, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

**WHEREAS**, there is value in increasing communication between adults and youth; and

**WHEREAS**, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

**WHEREAS**, the Town Council of the Town of Los Gatos found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the Town's youth in the Town's present and future municipal affairs.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE  
TOWN OF LOS GATOS:**

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
  - a. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities and other issues of concern to the youth in general, and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
  - b. Membership/Organization
    - i. The Youth Commission shall consist of fifteen (15) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos.
    - ii. Up to five (5) Alternates may be appointed to the Youth Commission, with one representing each grade level appointed to the Commission. The alternates shall be students who are entering grades 8 through 12. Membership as an



Alternate requires either residency in the incorporated limits of the Town of Los Gatos and enrollment in any accredited school, or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address, and enrollment in a school located in the Town of Los Gatos. An Alternate shall serve on the Youth Commission in the event a member from that grade or the next higher or lower grade if more than one member from a particular grade is no longer able to serve the remainder of his/her term.

- iii. The terms of office of the members shall be two (2) years, unless such member is first appointed upon entering the 12<sup>th</sup> grade whereby the term of office shall be one (1) year. Members will serve until their successors are appointed and qualified, except any appointments to fill an unexpired term shall be for such unexpired period. The terms of office of an alternate shall be one (1) year. Members shall serve a maximum of one term (2 years); however, an alternate may serve one year as an alternate and a two-year term as a member.
  - iv. Eight (8) voting members of the Commission shall constitute a quorum for the purpose of transacting business.
  - v. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
  - vi. The Commission shall hold a regular meeting at least once each month between September and June. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.) The Commission shall elect a Chair and Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting September and end the following September.
  - vii. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
  - viii. Meeting attendance requirements will conform with the current Town Resolution.
- c. The duties of the Commission shall include the following:
- i. Foster greater involvement of youth in municipal government affairs.
  - ii. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.

- iii. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable.
- iv. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 6<sup>th</sup> day of June, 2005 by the following vote:

**COUNCIL MEMBERS**

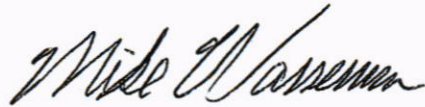
AYES: Steve Glickman, Diane McNutt, Joe Pirzynski, Barbara Spector,  
Mayor Mike Wasserman.

NAYS: None

ABSTAIN: None

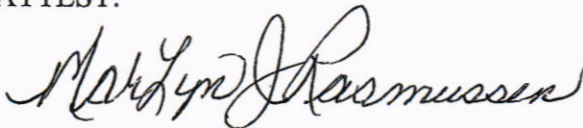
ABSENT: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA